



Purchasing

## ADDENDUM #2

June 15, 2023

**RE: 50012-554-23: Admit SOCK Kit**

- **Substitutes will not be accepted for this bid. We will award this bid to the lowest bidder that meets the bid specifications.**
- **Questions and Answers**
  - For clarification, is the inserts that go inside each bag have personalized variable data on each insert, only one insert or is the art all the same image? Please advise.
    - Inserts have all the same artwork, the only variable is the shipping information that we will send monthly to be printed in one blank design area on the insert.
  - Is LA Tech providing the inserts? If not are they 2 sided?
    - The winning vendor will design, print, and provide the artwork. Louisiana Tech will only approve the artwork.
  - Do you have a requirement on the outer envelope for mailing/shipping?
    - For your bid response, you must have the bid number and bid title listed on the outside of the envelope. The envelope must be sealed upon arrival. For the product, we would like the awarded vendor to follow the bid specifications.
  - Is mailing via USPS acceptable? This would be the lowest cost
    - USPS is acceptable; however, your bid must be here by the bid submission deadline in order to be considered for award. Late bids will not be accepted/opened. For the product, the awarded vendor can coordinate with the Admissions department on the appropriate shipping company/method.



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- Will any of these deliveries be sent out of the United States?
  - **All deliveries will be sent to Louisiana Tech University in Ruston, Louisiana.**
- Would you consider a white poly bag to save packaging? This way we can use the bag to mail.
  - **We only want the clear heat-sealed bags as per the bid specifications. No other bag will be accepted.**

**All other specifications remain unchanged.**

Sincerely,

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